

CES DOCUMENT MANAGEMENT PLAN AND PROCESS

ACTIVITIES		October-14	November-14	December-14	January-15	February-15
1	Site Team Meeting with Contractors to discuss project and logistics	7th				
2	Contractor completes conversion of CDs to PDFs and uploads to SDMS	17th				
3	Contractor provides Site Team with Master Meadadata Extraction (ME) Spreadsheet with hyperlink to documents at the folder level	17th				
4	Site Team reviews Master ME; divides folders into individual review sectors based on number of reviewers, and returns segregated ME spreadsheet to contractors	22nd				
5	1st training session for initial document reviewers	24th				
	Contractor completes upload of ME sectors to individual reviewers	27th				
6	Document reviewers begin reviewing documents for PII and mark identified documents for redaction	27th				
7	2nd training session for new document reviewers (if necessary)	-----	25th			
8	Site Team briefs SF Management on progress to date of document review process	-----		4th		
9	Reviewers complete document review and identification of documents for redaction	-----			2nd	
10	Site Team returns all ME spreadsheets to contractor for redaction of identified documents containing PII	-----			5th	
11	Status briefing for SF Management	-----			5th	
12	Contractor completes redactions and creates special collection containing all releasable documents	-----				6th